Career Planning Program

DISCOVER®

Career Planning Program

- Comprehensive
- Research-based
- Identify strengths and needs
- Build a personal plan

Outcomes for Users

- **Motivated for career planning**
- **Learn more about themselves through inventories**
- **Explore occupations**
- **Select a tentative career direction and make education plans**

Outcomes for Users

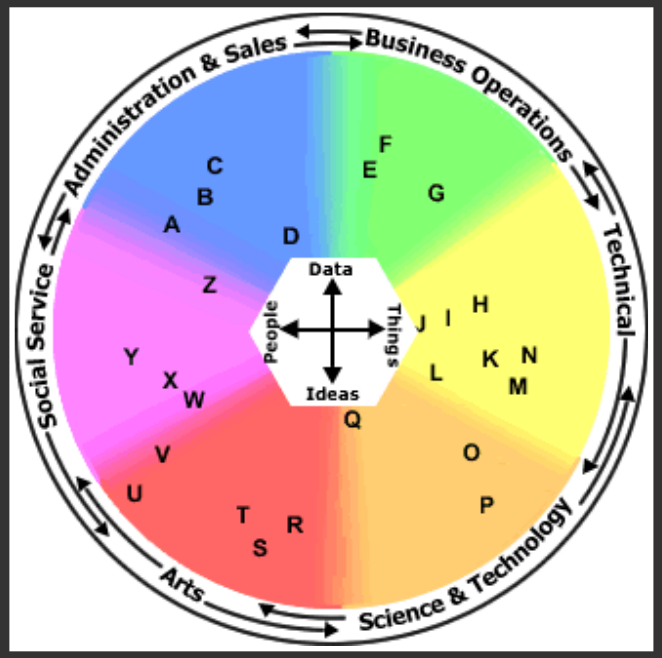
- **Identify SOC schools**
- **Develop job seeking skills**
- **Manage their own portfolio**

Assessments

Interest, Abilities, and Values

- Immediate results
- Link to occupations through the World-of-Work Map

World-of-Work Map



Organizes information about occupations

- **6 clusters**
- **26 career areas**
- **555 occupations**
- **140 military jobs**
  - 1890 specialties

Features and Benefits

- **Databases of occupations, college majors, schools and training institutions including SOC schools.**
- **Develop effective resumes, cover letters, job applications, and interviewing skills.**
- **The portfolio saves inventory results and favorite selections.**

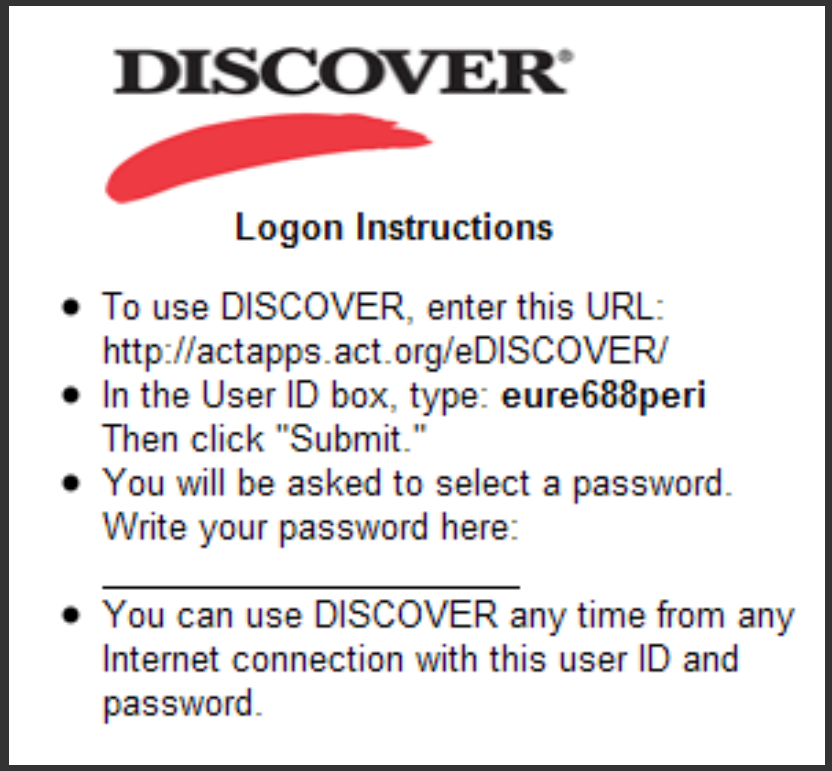
Internet Delivery

- **Log in anywhere**
- **No software to install**

Log In

DISCOVER®

www.act.org/discover/login


DISCOVER®

Logon Instructions

- To use DISCOVER, enter this URL: http://actapps.act.org/eDISCOVER/
- In the User ID box, type: **eure688peri** Then click "Submit."
- You will be asked to select a password. Write your password here:

  _____
- You can use DISCOVER any time from any Internet connection with this user ID and password.

- **Enter User ID**
- **Submit**

Log In

DISCOVER®

DISCOVER®

ACT

Home | Inventories | Occupations | Majors | Schools | Job Search | My Portfolio

Introduction | Plan My Path | Newsletters | About DISCOVER & ACT | Frequently Asked Questions | Support Materials | My Path | Contact Info |

Welcome to DISCOVER!

Career Planning Program

- If this is your first use of DISCOVER, enter your token in the User ID box, leave the Password box blank, and click Submit.
- If you have used DISCOVER before, enter your user ID and password, and click Submit.

User ID:

Password:

Submit Forgot My Password or User ID

To learn how you can subscribe, visit our website.

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To review the path you selected, click on "My Path" above.
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DISCOVER Home>>Introduction
Chris Black
GET STARTED
Welcome to DISCOVER!
Use the "Get Started" button for help finding your way through DISCOVER.
Use the colored tabs on the menu above if you know which section(s) you want to use.
Use the "DISCOVER Tour" button below for a guided tour.
Instructions are on the left of every page.
DISCOVER Tour
WWM Tour
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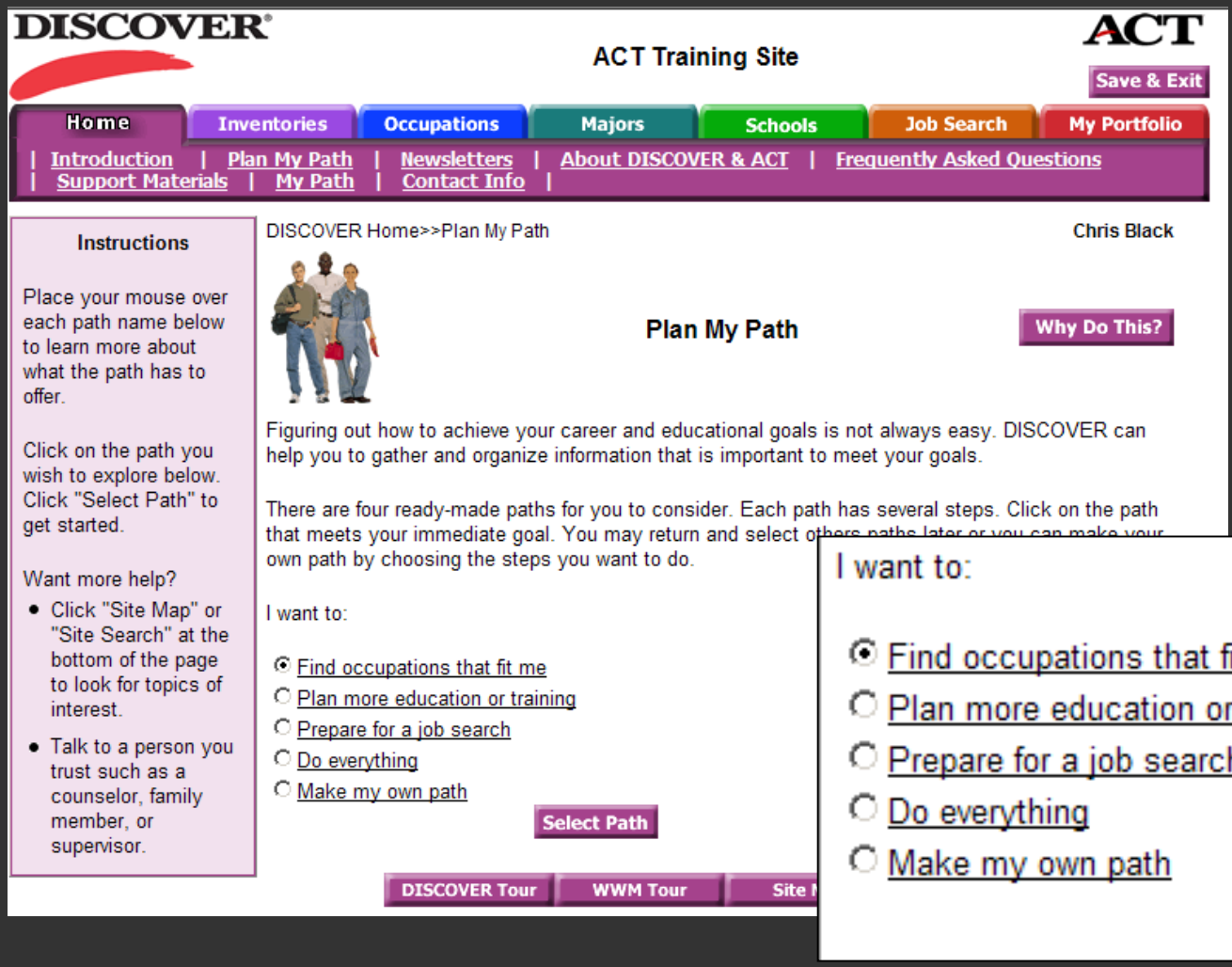
Plan My Path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Instructions
Place your mouse over each path name below to learn more about what the path has to offer.
Click on the path you wish to explore below. Click "Select Path" to get started.
Want more help?
Click "Site Map" or "Site Search" at the bottom of the page to look for topics of interest.
Talk to a person you trust such as a counselor, family member, or supervisor.
DISCOVER Home>>Plan My Path
Chris Black
Plan My Path
Why Do This?
Figuring out how to achieve your career and educational goals is not always easy. DISCOVER can help you to gather and organize information that is important to meet your goals.
There are four ready-made paths for you to consider. Each path has several steps. Click on the path that meets your immediate goal. You may return and select others paths later or you can make your own path by choosing the steps you want to do.
I want to:
Find occupations that fit me
Plan more education or training
Prepare for a job search
Do everything
Make my own path
Select Path
DISCOVER Tour
WWM Tour
I want to:
Find occupations that fit me
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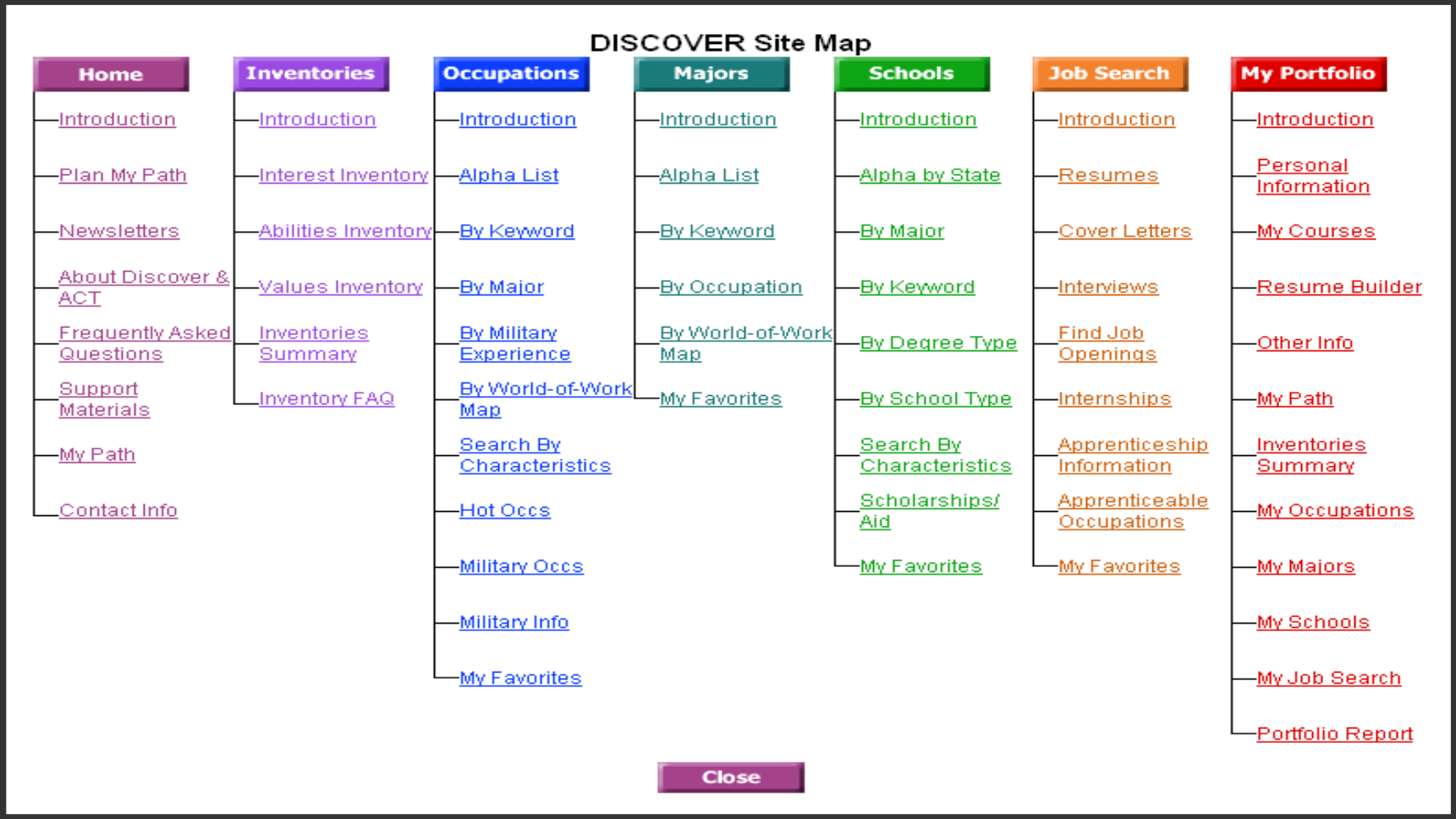
Site Map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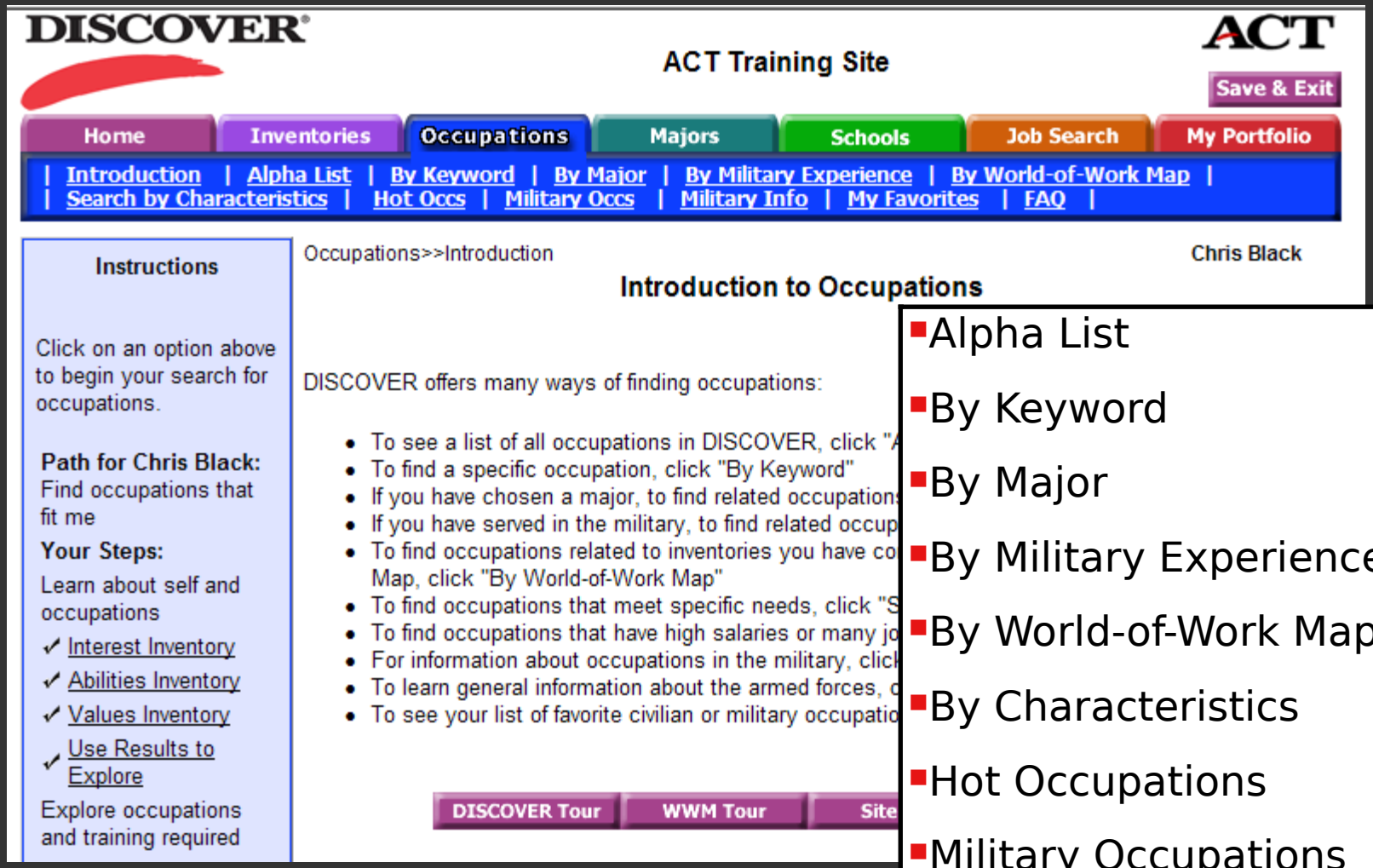
Occupations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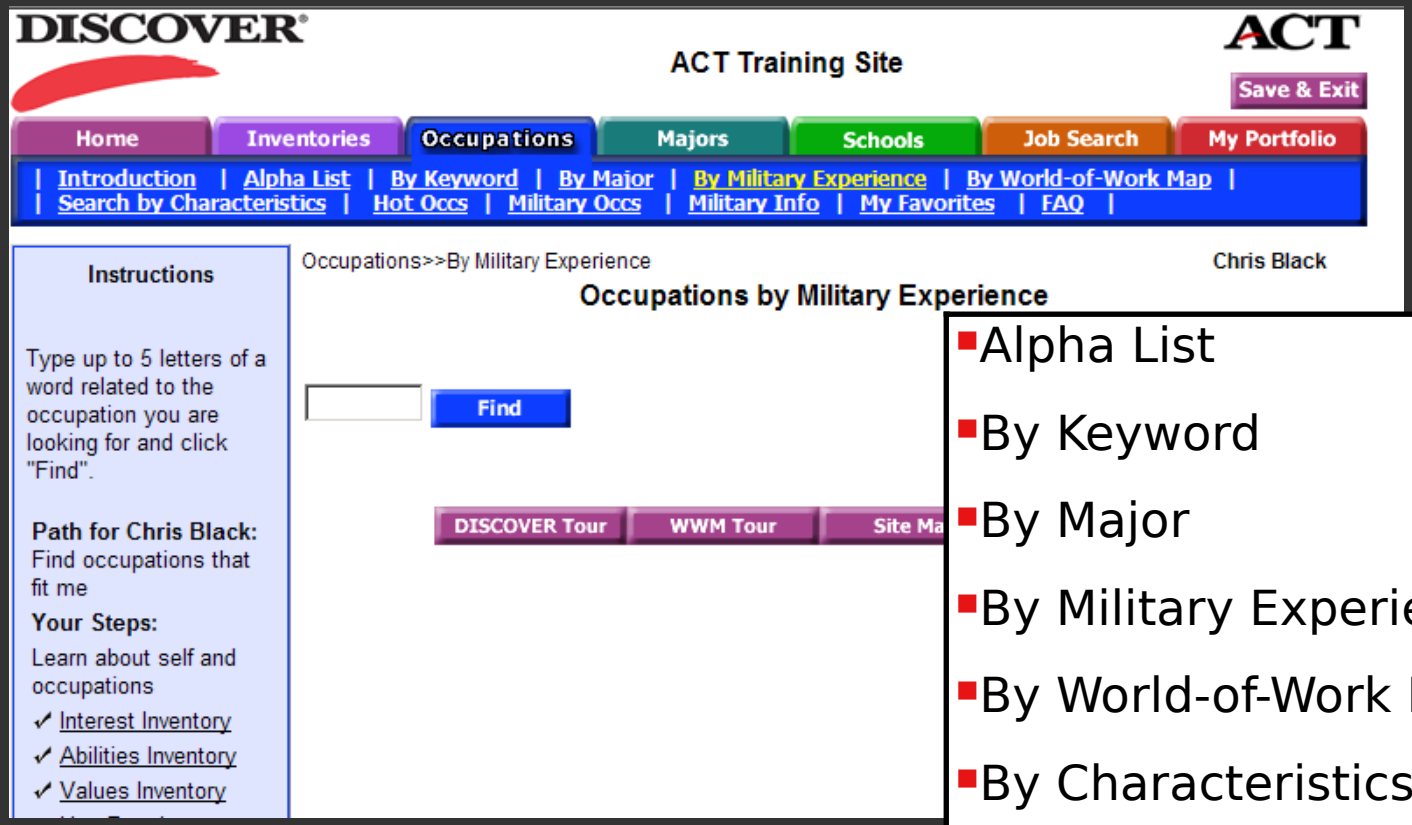
Introduction | Alpha List | By Keyword | By Major | By Military Experience | By World-of-Work Map |
Search by Characteristics | Hot Occs | Military Occs | Military Info | My Favorites | FAQ |
Instructions
Click on an option above to begin your search for occupations.
Path for Chris Black:
Find occupations that fit me
Your Steps:
Learn about self and occupations
✓ Interest Inventory
✓ Abilities Inventory
✓ Values Inventory
✓ Use Results to Explore
Explore occupations and training required
Occupations>>Introduction
Chris Black
Introduction to Occupations
DISCOVER offers many ways of finding occupations:
To see a list of all occupations in DISCOVER, click "A
To find a specific occupation, click "By Keyword"
If you have chosen a major, to find related occupations
If you have served in the military, to find related occup
To find occupations related to inventories you have co
Map, click "By World-of-Work Map"
To find occupations that meet specific needs, click "S
To find occupations that have high salaries or many jo
For information about occupations in the military, click
To learn general information about the armed forces, c
To see your list of favorite civilian or military occupatio
DISCOVER Tour
WWM Tour
Site

- Alpha List
- By Keyword
- By Major
- By Military Experience
- By World-of-Work Map
- By Characteristics
- Hot Occupations
- Military Occupations

Search for Occupations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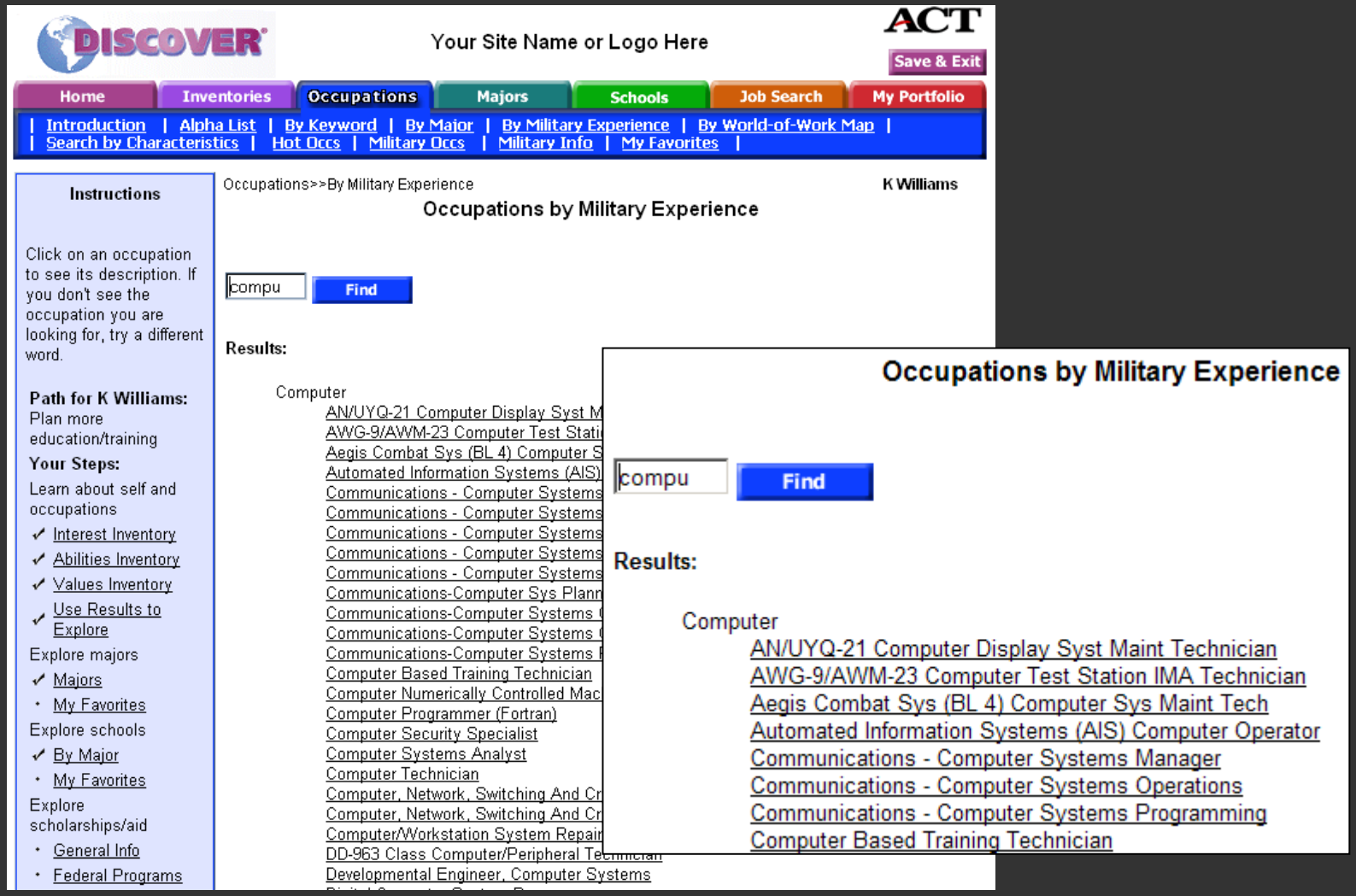
Instructions
Type up to 5 letters of a word related to the occupation you are looking for and click "Find".
Path for Chris Black:
Find occupations that fit me
Your Steps:
Learn about self and occupations
✓ Interest Inventory
✓ Abilities Inventory
✓ Values Inventory
Occupations>>By Military Experience
Chris Black
Occupations by Military Experience
Find
DISCOVER Tour
WWM Tour

- Alpha List
- By Keyword
- By Major
- By Military Experience
- By World-of-Work Map
- By Characteristics
- Hot Occupations
- Military Occupations

Occupations



Occupations

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Introduction | Alpha List | By Keyword | By Major | By Military Experience | By World-of-Work Map | Search by Characteristics | Hot Occs | Military Occs | Military Info | My Favorites
Instructions
Each occupation is listed with the level(s) of education typically required for entry.
Click on an occupation to see its description.
Path for K Williams:
Plan more education/training
Your Steps:
Learn about self and occupations
Interest Inventory
Abilities Inventory
Values Inventory
Use Results to Explore
Occupations>>By Military Experience
K Williams
Occupations by Military Experience
Communications-Computer Systems Programming
Key to Columns:
* = My favorites
H = High school diploma only
T = Some training or college (apprenticeship by certificate program)
2 = 2-year degree (Associate degree)
4 = 4-year degree (Bachelor's degree)
G = Graduate degree (Master's, Doctorate, or Professional degree)
H T 2 4 G Occupation
4 Computer Programmer
2 4 G Database Programmer
2 4 Internet/Intranet Programmer
T 2 4 Web Site Developer
4 G Database Administrator
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Instructions

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To review the path you selected, click on "My Path" above.

Show Steps

DISCOVER Home>>Introduction

Chris Black

GET STARTED

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- Use the "DISCOVER Tour" button below for a guided tour.

Instructions are on the left of every page.

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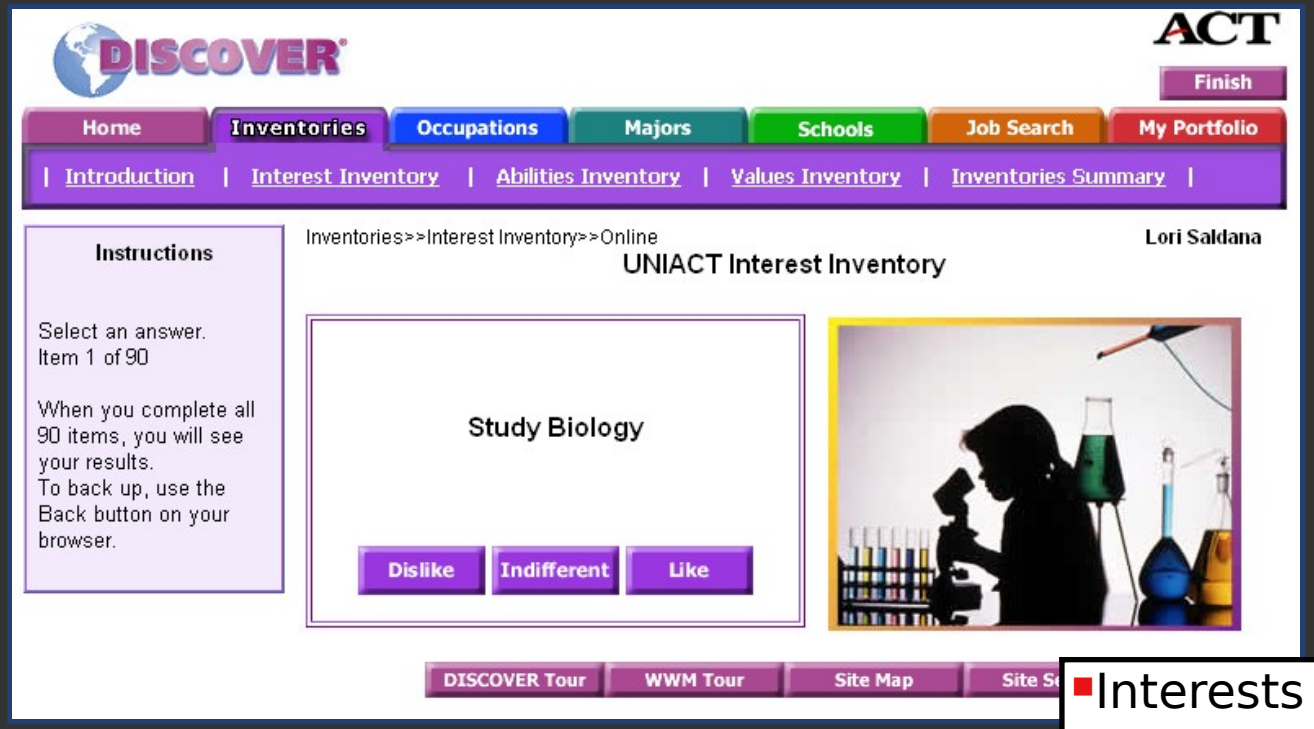
Inventories



- Interests
- Abilities
- Values

Inventory Summary

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DISCOVER ACT Training Site ACT

Save & Exit

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Introduction | Interest Inventory | Abilities Inventory | Values Inventory | Inventories Summary | FAQ |

Instructions

To explore occupations, click a career area. To retake or revise an inventory, click its name. To learn more about the World-of-Work Map, click WWM Tour on the bottom.

You can print this report for future reference. To print this information, click on the printer icon on your browser. Instructions for saving it as a file can be found in the Frequently Asked Questions. To go on, use the "Back" button on your browser or any of the tabs above.

Be sure to discuss your portfolio with a career counselor or advisor if one is available to you.

Inventory & Test Scores Summary

Inventories>>Inventories Summary

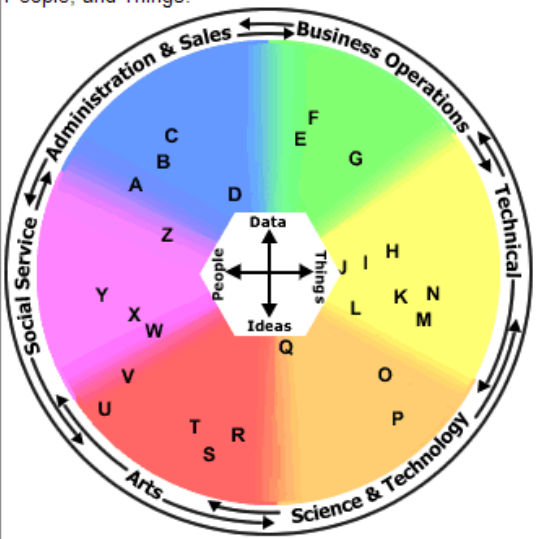
Chris Black

Think About Next Steps

My Inventories Summary

World-of-Work Map

The World-of-Work Map below shows the locations of all 26 career areas (groups of occupations). Career areas differ in how much they involve working with Data, Ideas, People, and Things.



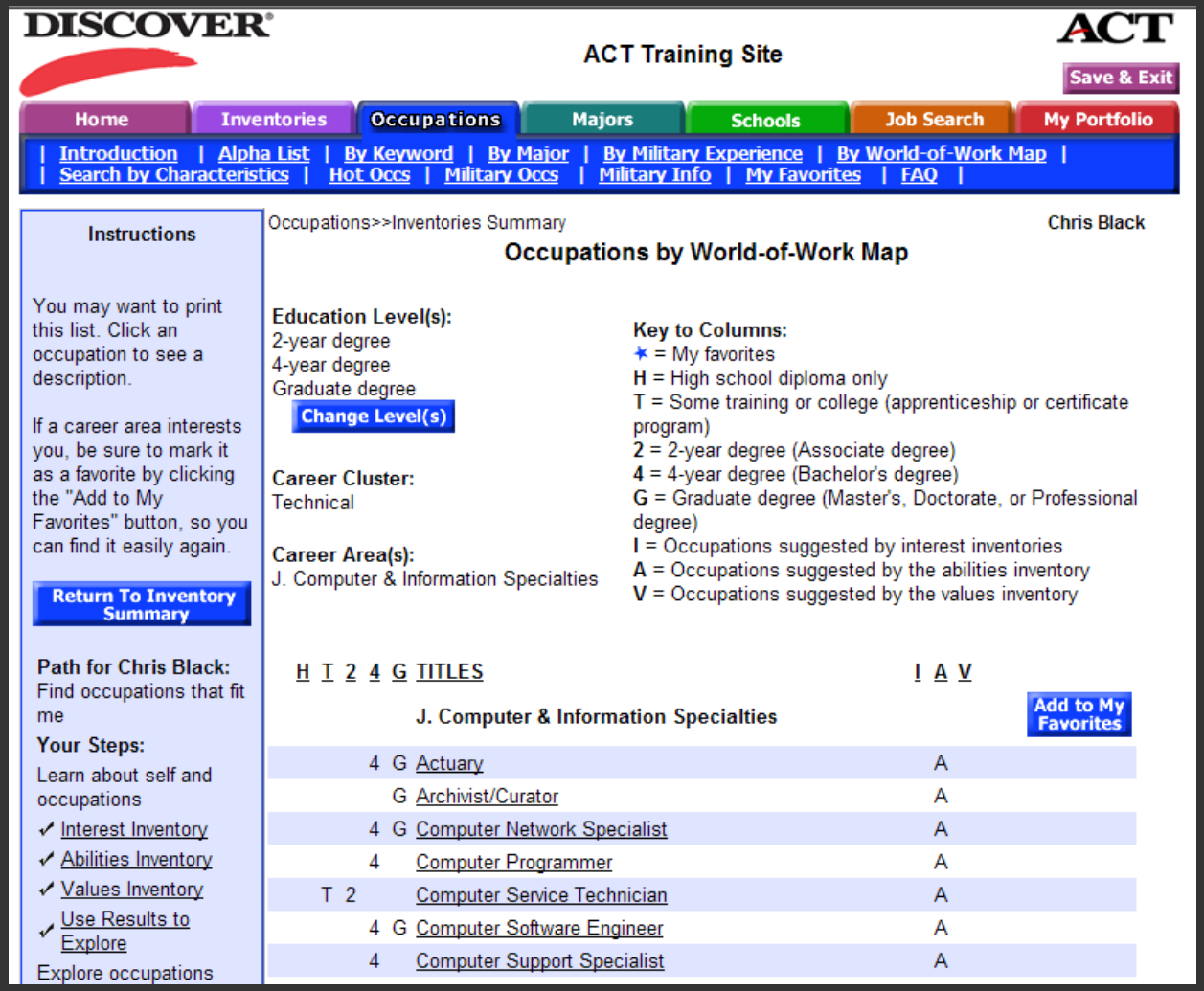
Key to Columns and Inventories Completed:

My Results

Career Areas	I	A	V
* R. Medical Diagnosis & Treatment	I	A	V
* S. Social Science	I	A	V
E. Communications & Records	I	A	
F. Financial Transactions	I	A	
G. Distribution & Dispatching	I	A	
* Q. Medical Technologies	I	A	
T. Applied Arts (Visual)	I	A	
D. Regulation & Protection	I		
H. Transport Operation & Related		A	
I. Agriculture, Forestry & Related		A	
J. Computer & Information Specialties		A	
U. Creative & Performing Arts	I		
V. Applied Arts (Written & Spoken)	I		
X. Education			V
Y. Community Services			V

Other Career Areas

Occupations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Search by Characteristics | Hot Occs | Military Occs | Military Info | My Favorites | FAQ
Instructions
You may want to print this list. Click an occupation to see a description.
If a career area interests you, be sure to mark it as a favorite by clicking the "Add to My Favorites" button, so you can find it easily again.
Return To Inventory Summary
Path for Chris Black:
Find occupations that fit me
Your Steps:
Learn about self and occupations
✓ Interest Inventory
✓ Abilities Inventory
✓ Values Inventory
✓ Use Results to Explore
Explore occupations
Occupations>>Inventories Summary
Chris Black
Occupations by World-of-Work Map
Education Level(s):
2-year degree
4-year degree
Graduate degree
Change Level(s)
Career Cluster:
Technical
Career Area(s):
J. Computer & Information Specialties
Key to Columns:
* = My favorites
H = High school diploma only
T = Some training or college (apprenticeship or certificate program)
2 = 2-year degree (Associate degree)
4 = 4-year degree (Bachelor's degree)
G = Graduate degree (Master's, Doctorate, or Professional degree)
I = Occupations suggested by interest inventories
A = Occupations suggested by the abilities inventory
V = Occupations suggested by the values inventory
H T 2 4 G TITLES I A V
J. Computer & Information Specialties
Add to My Favorites
4 G Actuary A
G Archivist/Curator A
4 G Computer Network Specialist A
4 Computer Programmer A
T 2 Computer Service Technician A
4 G Computer Software Engineer A
4 Computer Support Specialist A

Occupations

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Instructions
Click on a topic above the description to see other information, or click
Occupations>>By Military Experience
K Williams
Work Tasks | Related Occupations | Training | Qualities | Salary & Outlook
Likes/Dislikes | Info Bites | More Information | Printer-Friendly Report
Web Site Developer
Add to My Favorites
ks, Settings, Tools, and Materials
PERS, also called Web Designers or Web Publishers, create web pages for the
WW), and for internal networks called Intranets. They are responsible for the
n and creation. Website developers may coordinate the work of content authors,
rogrammers; or do some or all of the work themselves. Web pages contain
m of text and graphics. Website developers develop web pages that can serve
munication, and contain all types of information, taking into consideration the
uette of the Web. Web pages may contain links, special hypertext, or icons, that
ted pages or different websites altogether.
begin with the information or data to be published on the Web after consulting
ut the proposed content. Once the content documents have been prepared,
onvert the documents into hypertext, using hypertext Markup Language (HTML)
a software package that automates some of the procedures. They may do all
mselves or use special conversion programs. Website developers scan the
, videos, or pictures into the server. Website developers use HTML to allow web
interact with the text of the page. They must keep in mind the issues
et and WWW, such as download time/bandwidth, graphics versus text, and
may make the site more visually exciting by writing scripts in Java, ActiveX, or
anguage, to make balls bounce, flags wave, or words move. They often work with
ate unique graphics.

- Work Tasks
- Related Occupations
- Training
- Qualities
- Salary and Outlook
- Likes/Dislikes
- Info Bites

Occupations

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Your Site Name or Logo Here

ACT

Save & Exit

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Introduction | Alpha List | By Keyword | By Major | By Military Experience | Search by Characteristics | Hot Occs | Military Occs | Military Info

Instructions

Click on a topic above the description to see other information, or click "Printer-Friendly Report" to select topics to print.

If this occupation interests you, be sure to mark it as a favorite, so you can find it again easily.

Return to Occupations List

Path for K Williams:
Plan more education/training

Your Steps:

Learn about self and occupations

- ✓ Interest Inventory
- ✓ Abilities Inventory
- ✓ Values Inventory
- ✓ Use Results to Explore

Explore majors

- ✓ Majors
- My Favorites

Explore schools

- ✓ By Major

Occupations>>By Military Experience

Work Tasks | Related Occupations | Training | Likes/Dislikes | Info Bites | More Information

Web Site Developer

Related Civilian and Military Occupati

Web Site Maintainers keep information and content up t improve the site.

Other Related Occupations:

- Software Engineer
- Programmer-Analyst
- Systems Programmer
- Systems Analyst
- Computer Systems Hardware Analyst
- Graphic Designer
- Commercial Designer
- Industrial Designer

Military occupational clusters related to Web Site Developer:

- Computer Systems Specialist
- Graphic Designer & Illustrator

The military specific occupations related to Web Site Developer:

ARMY

Military occupational clusters related to Web Site Developer:

- Computer Systems Specialist
- Graphic Designer & Illustrator

The military specific occupations related to Web Site Developer:

ARMY

- Multimedia Illustrator

NAVY

- Computer Programmer (Fortran)
- Database Administrator
- Entry Level Programmer/Analyst
- Illustrator Draftsman

AIR FORCE

- Communications-Computer Systems Programming

MARINE CORPS

- Programmer, ADA
- Small Computer Systems Operator/Programmer
- Small Computer Systems Specialist (SCSS)
- Tactical Data Systems Specialist

Occupations

Web Site Developer

Training, Related Majors, and Advancement

Add to My Favorites

Educational requirements vary widely for Internet jobs, and there is no established curriculum that will prepare WEB SITE DEVELOPERS. Employers prefer applicants with a bachelor's degree in computer science and may want evidence of actual work experience. A portfolio that demonstrates the applicant"s skills is an asset. Knowledge and skills in computer programming, graphic art and design, writing and business administration is essential. Web site developers also should have experience preparing layouts, designing pages, writing copy, and editing. No special licensing or certification is required for web site developers.

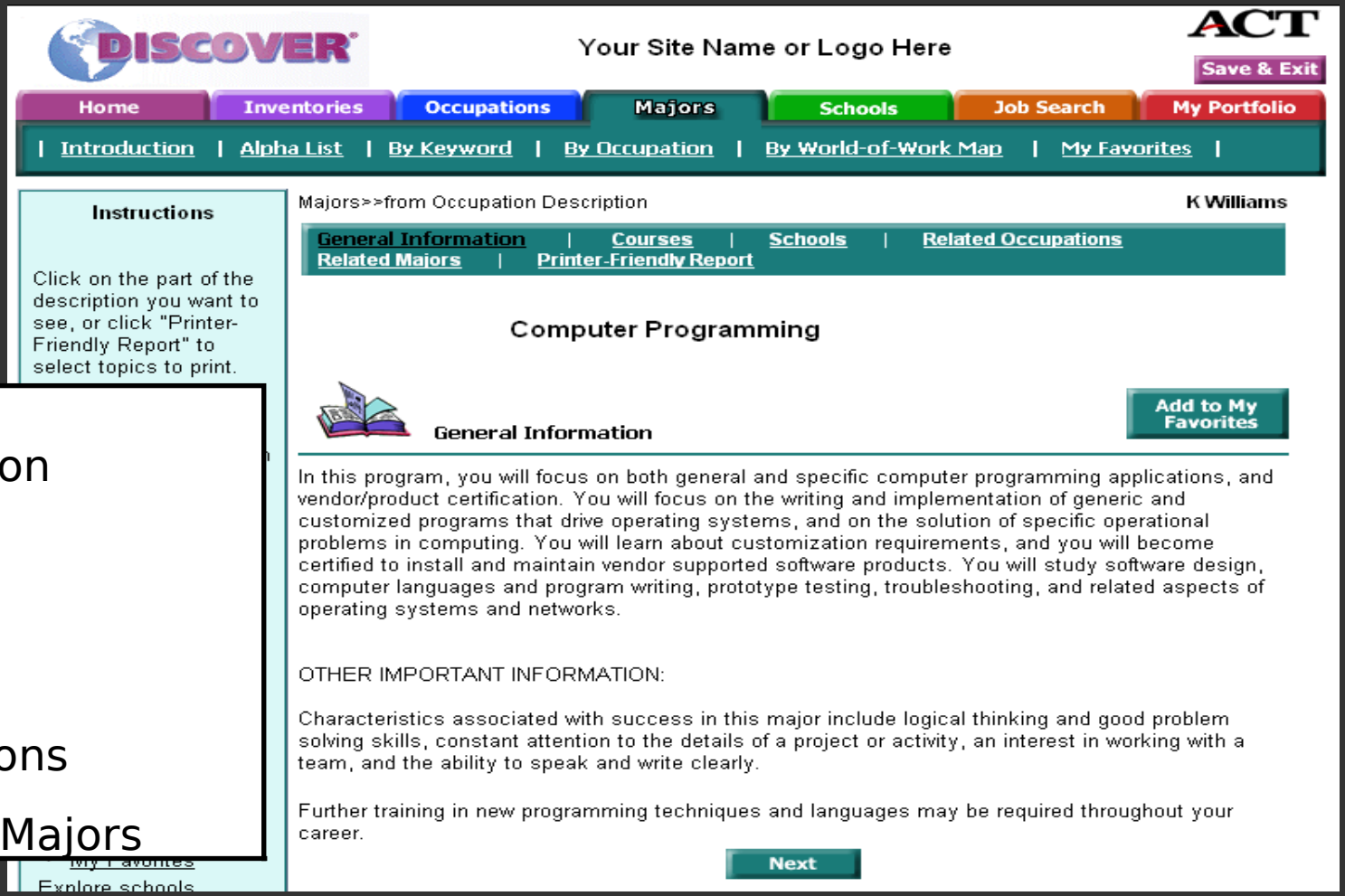
The following majors could help you prepare for this occupation:

- Communication & Journalism, Other
- Communications Technology, Other
- Computer & Information Sciences
- Computer Programming
- Computer Software & Media Applications
- Graphic Communications
- Graphic Design/Comm Art/Illustration
- Multimedia/Animation/Special Effects

Other Sources of Training:

- Military

Majors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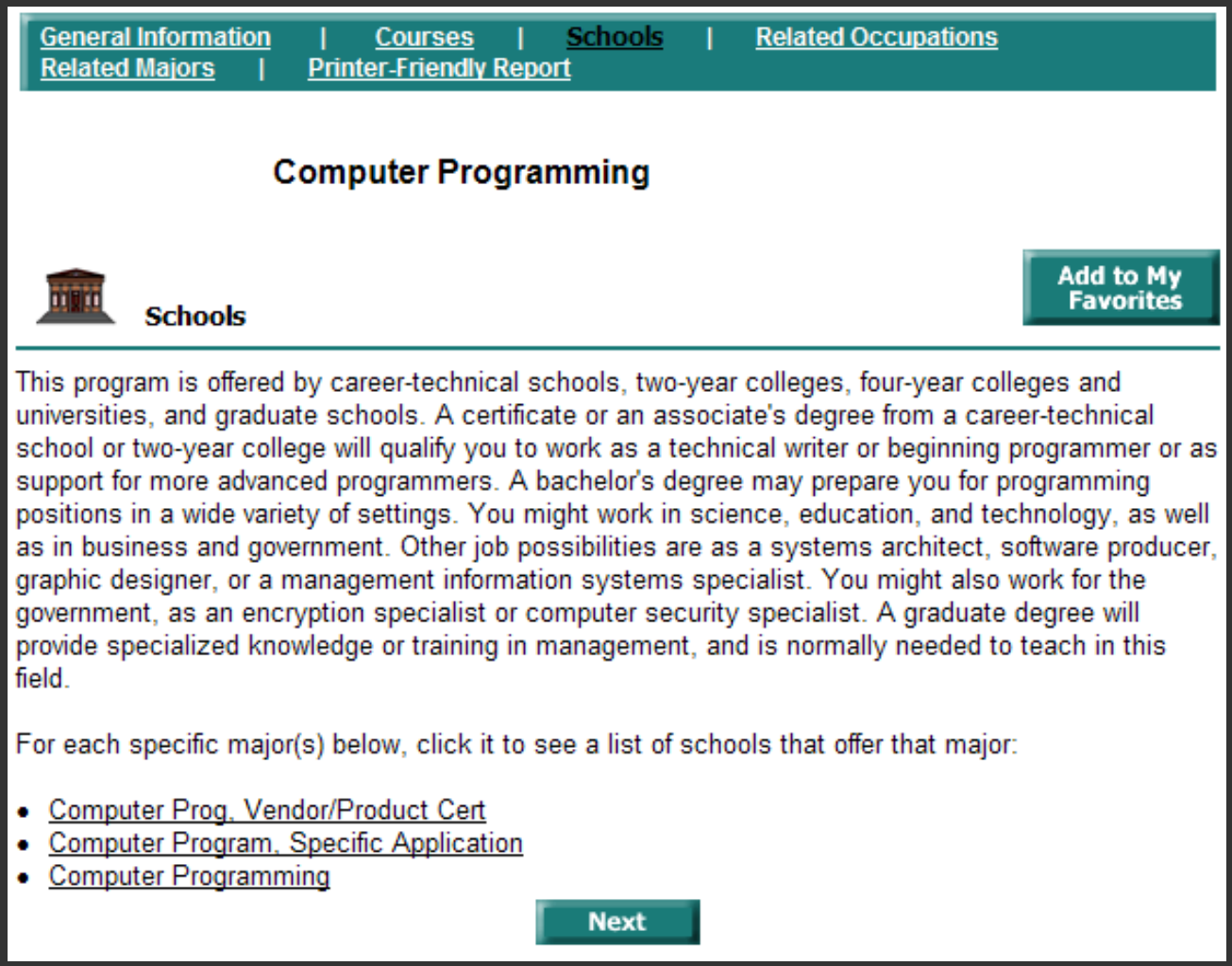
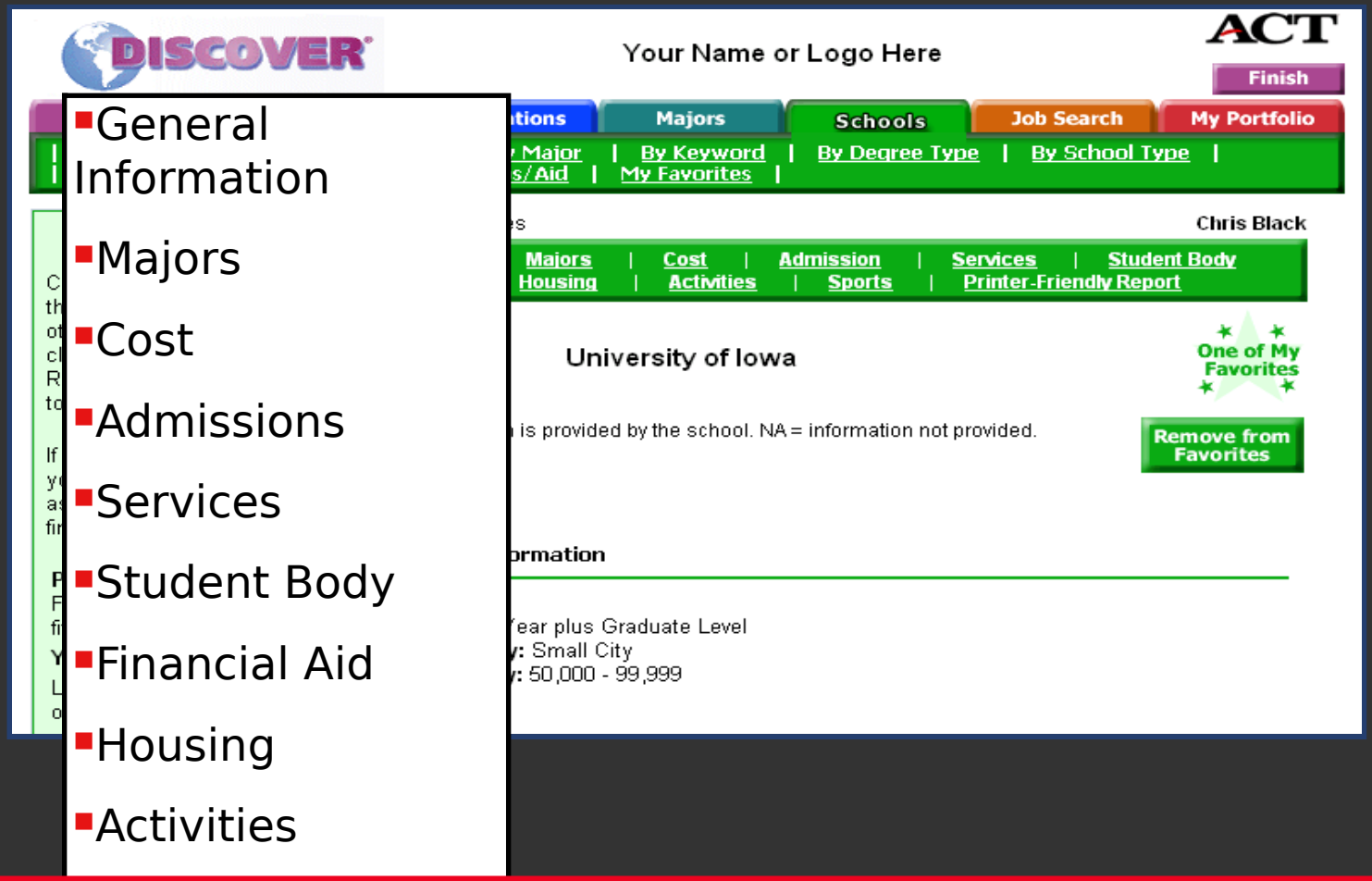
Introduction | Alpha List | By Keyword | By Occupation | By World-of-Work Map | My Favorites
Instructions
Click on the part of the description you want to see, or click "Printer-Friendly Report" to select topics to print.
Majors>>from Occupation Description
K Williams
General Information | Courses | Schools | Related Occupations
Related Majors | Printer-Friendly Report
Computer Programming
General Information
Add to My Favorites
In this program, you will focus on both general and specific computer programming applications, and vendor/product certification. You will focus on the writing and implementation of generic and customized programs that drive operating systems, and on the solution of specific operational problems in computing. You will learn about customization requirements, and you will become certified to install and maintain vendor supported software products. You will study software design, computer languages and program writing, prototype testing, troubleshooting, and related aspects of operating systems and networks.
OTHER IMPORTANT INFORMATION:
Characteristics associated with success in this major include logical thinking and good problem solving skills, constant attention to the details of a project or activity, an interest in working with a team, and the ability to speak and write clearly.
Further training in new programming techniques and languages may be required throughout your career.
Next

- General Information
- Courses
- Schools
- Related Occupations
- Related Majors

Majors

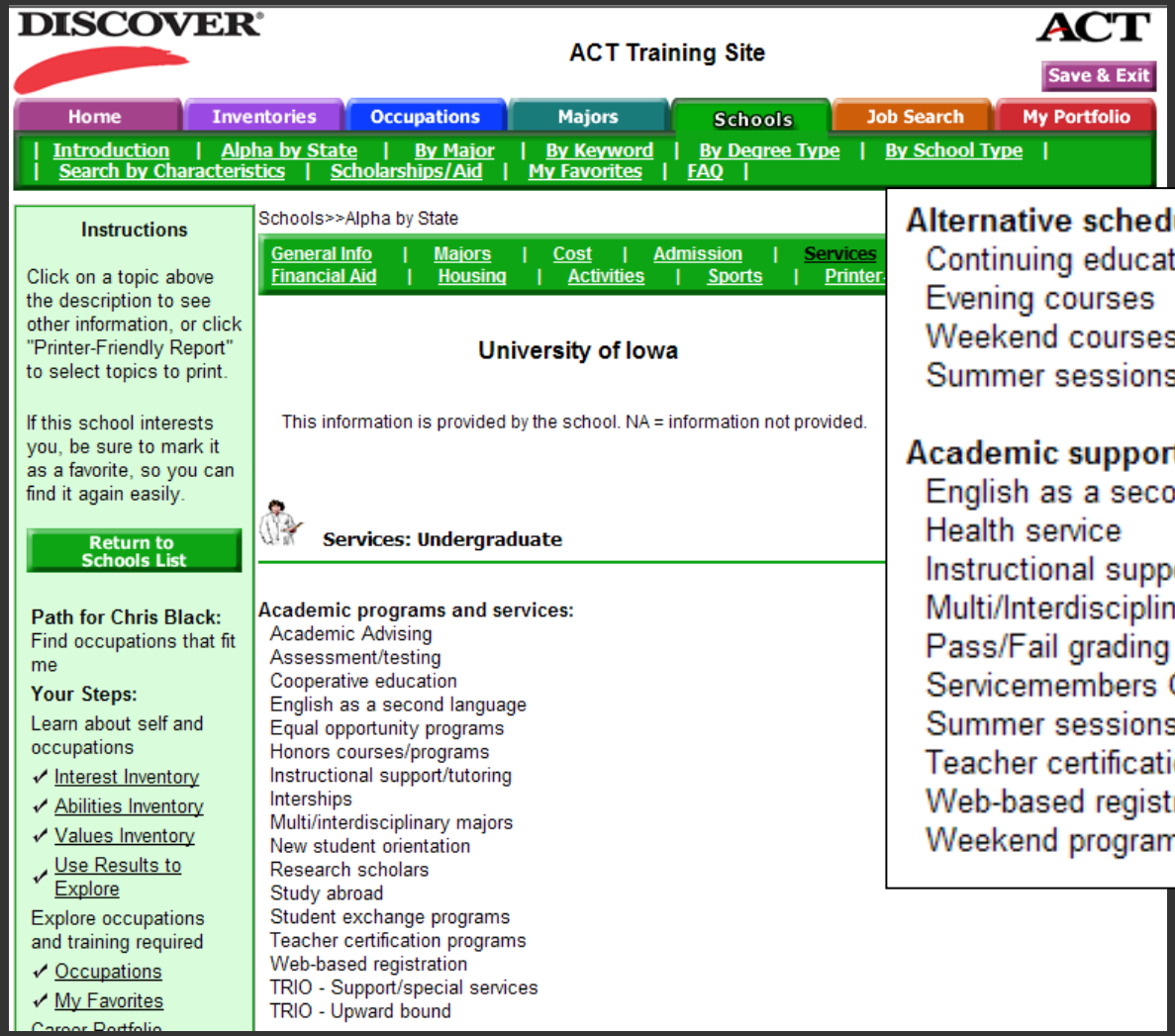

General Information | Courses | Schools | Related Occupations
Related Majors | Printer-Friendly Report
Computer Programming
Schools
Add to My Favorites
This program is offered by career-technical schools, two-year colleges, four-year colleges and universities, and graduate schools. A certificate or an associate's degree from a career-technical school or two-year college will qualify you to work as a technical writer or beginning programmer or as support for more advanced programmers. A bachelor's degree may prepare you for programming positions in a wide variety of settings. You might work in science, education, and technology, as well as in business and government. Other job possibilities are as a systems architect, software producer, graphic designer, or a management information systems specialist. You might also work for the government, as an encryption specialist or computer security specialist. A graduate degree will provide specialized knowledge or training in management, and is normally needed to teach in this field.
For each specific major(s) below, click it to see a list of schools that offer that major:
Computer Prog, Vendor/Product Cert
Computer Program, Specific Application
Computer Programming
Next

Schools



- General Information
- Majors
- Cost
- Admissions
- Services
- Student Body
- Financial Aid
- Housing
- Activities

Schools


DISCOVER
ACT Training Site
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Save & Exit
Home
Inventories
Occupations
Majors
Schools
Job Search
My Portfolio
Introduction | Alpha by State | By Major | By Keyword | By Degree Type | By School Type
Search by Characteristics | Scholarships/Aid | My Favorites | FAQ
Instructions
Click on a topic above the description to see other information, or click "Printer-Friendly Report" to select topics to print.
If this school interests you, be sure to mark it as a favorite, so you can find it again easily.
Return to Schools List
Path for Chris Black:
Find occupations that fit me
Your Steps:
Learn about self and occupations
Interest Inventory
Abilities Inventory
Values Inventory
Use Results to Explore
Explore occupations and training required
Occupations
My Favorites
Schools>>Alpha by State
General Info | Majors | Cost | Admission | Services
Financial Aid | Housing | Activities | Sports | Printer
University of Iowa
This information is provided by the school. NA = information not provided.
Services: Undergraduate
Academic programs and services:
Academic Advising
Assessment/testing
Cooperative education
English as a second language
Equal opportunity programs
Honors courses/programs
Instructional support/tutoring
Interships
Multi/interdisciplinary majors
New student orientation
Research scholars
Study abroad
Student exchange programs
Teacher certification programs
Web-based registration
TRIO - Support/special services
TRIO - Upward bound

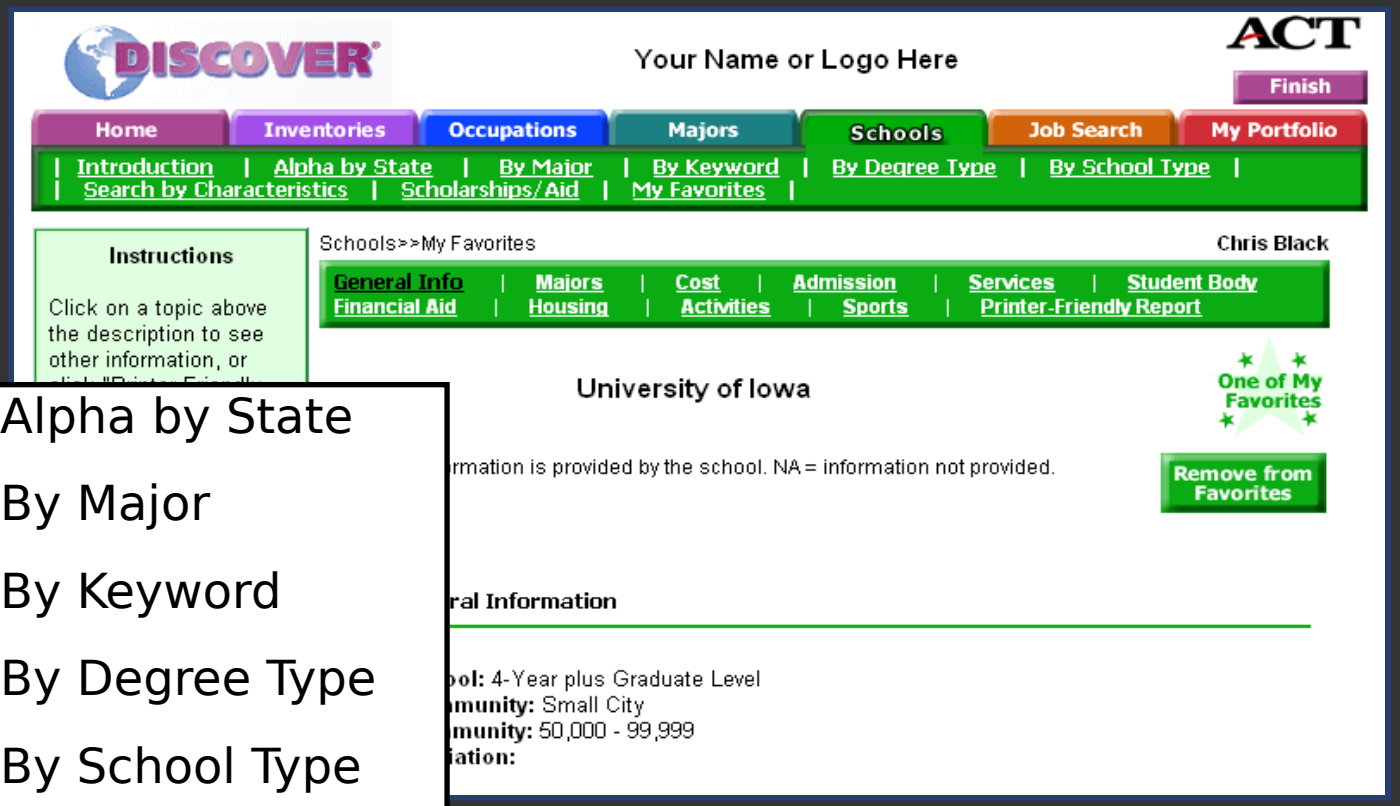
Alternative scheduling options:

- Continuing education
- Evening courses
- Weekend courses
- Summer sessions

Academic support services:

- English as a second language
- Health service
- Instructional support
- Multi/Interdisciplinary programs
- Pass/Fail grading options
- Servicemembers Opportunity College
- Summer sessions
- Teacher certification programs
- Web-based registration and services
- Weekend program

Schools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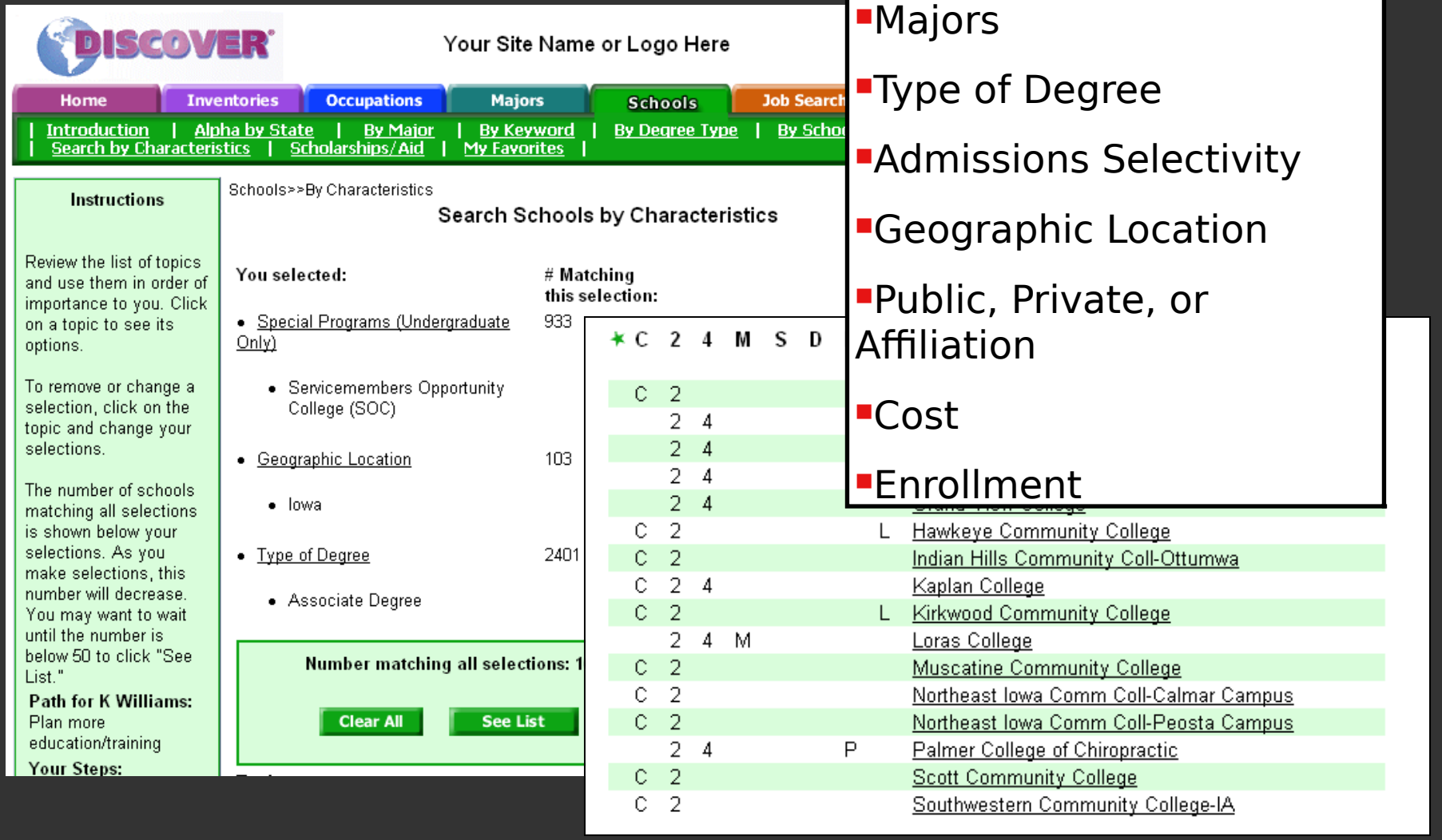
Inventories
Occupations
Majors
Schools
Job Search
My Portfolio
Introduction | Alpha by State | By Major | By Keyword | By Degree Type | By School Type |
Search by Characteristics | Scholarships/Aid | My Favorites |
Instructions
Click on a topic above the description to see other information, or
Schools>>My Favorites
Chris Black
General Info | Majors | Cost | Admission | Services | Student Body
Financial Aid | Housing | Activities | Sports | Printer-Friendly Report
University of Iowa
One of My Favorites
rmation is provided by the school. NA = information not provided.
Remove from Favorites
ral Information
ool: 4-Year plus Graduate Level
munity: Small City
munity: 50,000 - 99,999
iation:

- Alpha by State
- By Major
- By Keyword
- By Degree Type
- By School Type
- By Characteristics

Schools

- Special Programs (SOC)
- Majors
- Type of Degree
- Admissions Selectivity
- Geographic Location
- Public, Private, or Affiliation
- Cost
- Enrollment


DISCOVER
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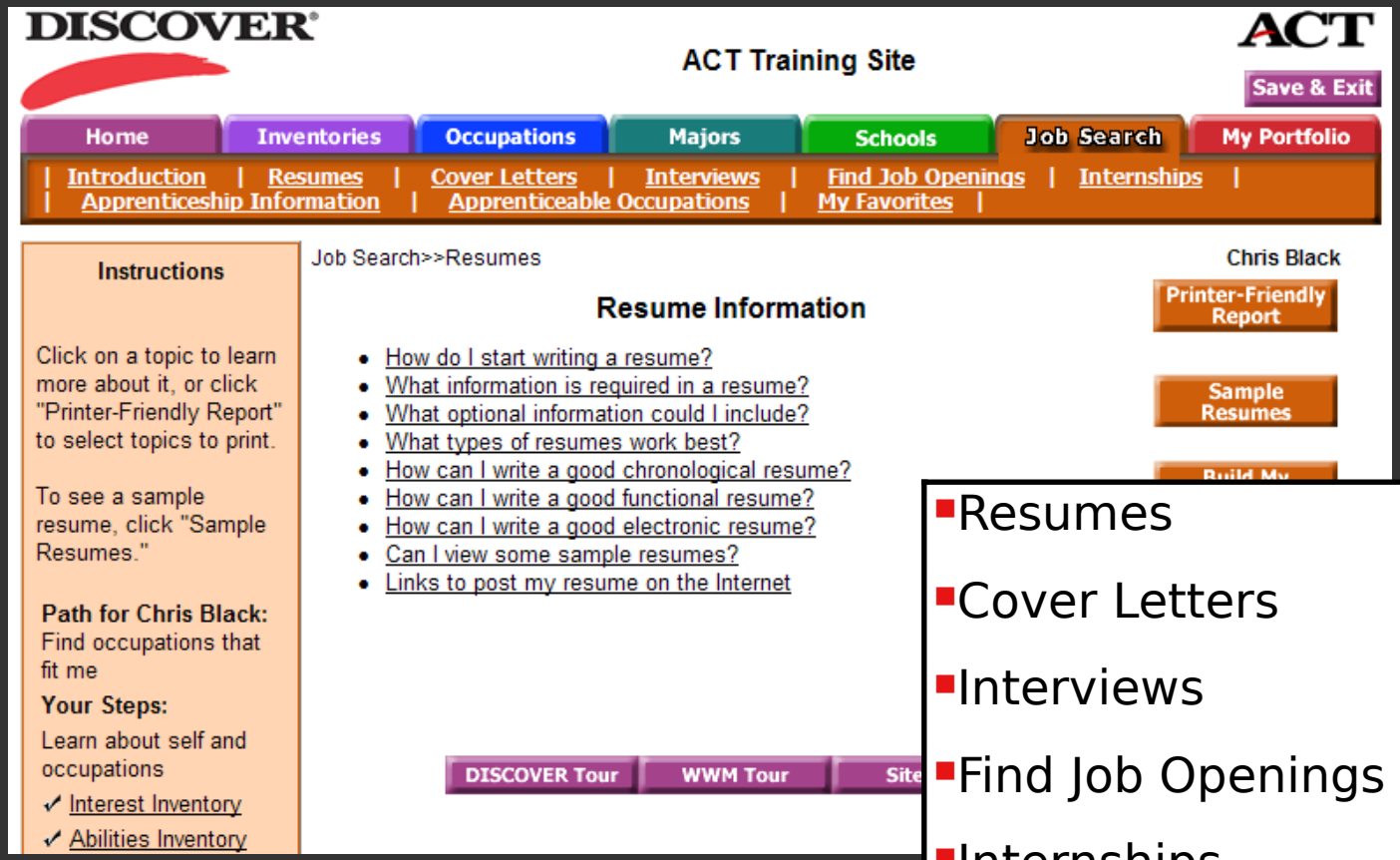
Occupations
Majors
Schools
Job Search
Introduction | Alpha by State | By Major | By Keyword | By Degree Type | By Scho
Search by Characteristics | Scholarships/Aid | My Favorites |
Instructions
Review the list of topics and use them in order of importance to you. Click on a topic to see its options.
To remove or change a selection, click on the topic and change your selections.
The number of schools matching all selections is shown below your selections. As you make selections, this number will decrease. You may want to wait until the number is below 50 to click "See List."
Path for K Williams: Plan more education/training
Your Steps:
Schools>>By Characteristics
Search Schools by Characteristics
You selected:
Matching this selection:
Special Programs (Undergraduate Only) 933
Servicemembers Opportunity College (SOC)
Geographic Location 103
Iowa
Type of Degree 2401
Associate Degree
Number matching all selections: 1
Clear All
See List
★ C 2 4 M S D
C 2
2 4
2 4
2 4
2 4
C 2 L Hawkeye Community College
C 2 Indian Hills Community Coll-Ottumwa
C 2 4 Kaplan College
C 2 L Kirkwood Community College
2 4 M Loras College
C 2 Muscatine Community College
C 2 Northeast Iowa Comm Coll-Calmar Campus
C 2 Northeast Iowa Comm Coll-Peosta Campus
2 4 P Palmer College of Chiropractic
C 2 Scott Community College
C 2 Southwestern Community College-IA

Job Search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Majors
Schools
Job Search
My Portfolio
Introduction | Resumes | Cover Letters | Interviews | Find Job Openings | Internships | Apprenticeship Information | Apprenticeable Occupations | My Favorites |
Instructions
Click on a topic to learn more about it, or click "Printer-Friendly Report" to select topics to print.
To see a sample resume, click "Sample Resumes."
Path for Chris Black: Find occupations that fit me
Your Steps:
Learn about self and occupations
✓ Interest Inventory
✓ Abilities Inventory
Job Search>>Resumes
Chris Black
Resume Information
How do I start writing a resume?
What information is required in a resume?
What optional information could I include?
What types of resumes work best?
How can I write a good chronological resume?
How can I write a good functional resume?
How can I write a good electronic resume?
Can I view some sample resumes?
Links to post my resume on the Internet
Printer-Friendly Report
Sample Resumes
DISCOVER Tour
WWM Tour

- Resumes
- Cover Letters
- Interviews
- Find Job Openings
- Internships
- Apprenticeships

Resume Information

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Finish

Home | Inventories | Occupations | Majors | Schools | Job Search | My Portfolio

Introduction | Resumes | Cover Letters | Interviews | Find Job Openings | Internships | Apprenticeship Information | Apprenticeable Occupations | My Favorites |

Instructions

To print this information, click "File" and select "Print" on your browser. To save as a file, click "File" and select "Save As". Change the suggested file name to a meaningful name with the extension ".HTML".

Use the Back button on your browser to return to the list of topics.

Job Search>>Resumes>>Resume Topic

Lori Saldana

What types of resumes work best?

There are two basic styles of resumes:

Chronological resumes

Chronological resumes emphasize your past work or education. They specify exactly what you did in each job or course, whether or not it was related to the type of job you want in the future. Use this type of resume if you have experience or training in the type of job you want to find.

A chronological resume is works best if...

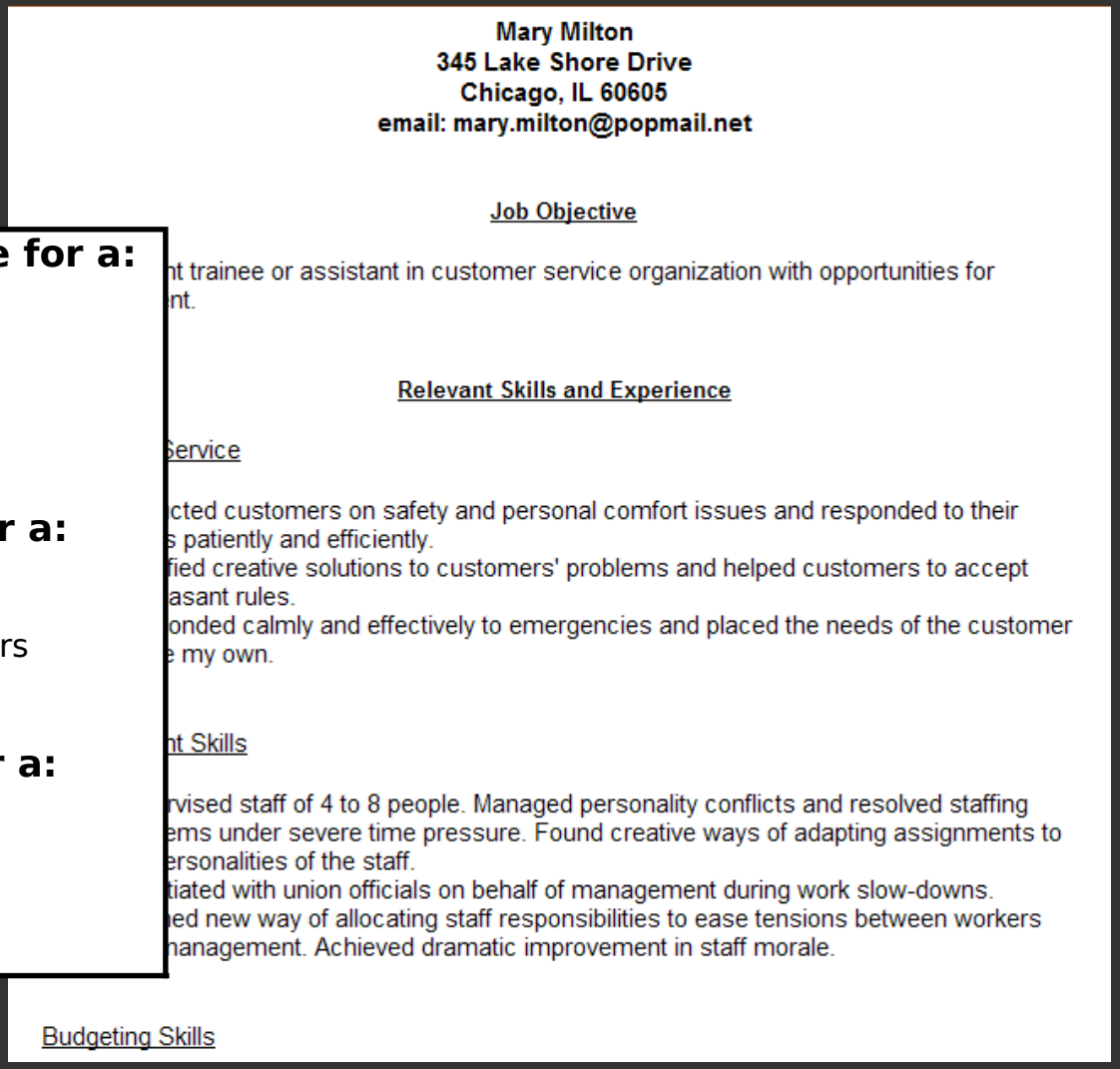
- you have a strong, on-going work history with increasingly more responsible positions related directly to the career path you're pursuing.
- your most recent job or jobs are similar to the position you're applying for.
- you are applying for a position with a firm that tends to be conservative.
- your work history doesn't have potentially embarrassing gaps to explain; chronological organization will emphasize any gaps in your work history.

Sample Resumes

Chronological Resume for a:
High School Student
Clerical Worker
Skilled Worker
College Student
College Graduate

Functional Resume for a:
High School Student
College Student
Professional Changing Careers
Ex-offender

Electronic Resume for a:
High School Student
Clerical Worker
College Student
College Graduate



Mary Milton
345 Lake Shore Drive
Chicago, IL 60605
email: mary.milton@popmail.net

Job Objective

nt trainee or assistant in customer service organization with opportunities for
nt.

Relevant Skills and Experience

Service

cted customers on safety and personal comfort issues and responded to their
s patiently and efficiently.
fied creative solutions to customers' problems and helped customers to accept
asant rules.
onded calmly and effectively to emergencies and placed the needs of the customer
e my own.

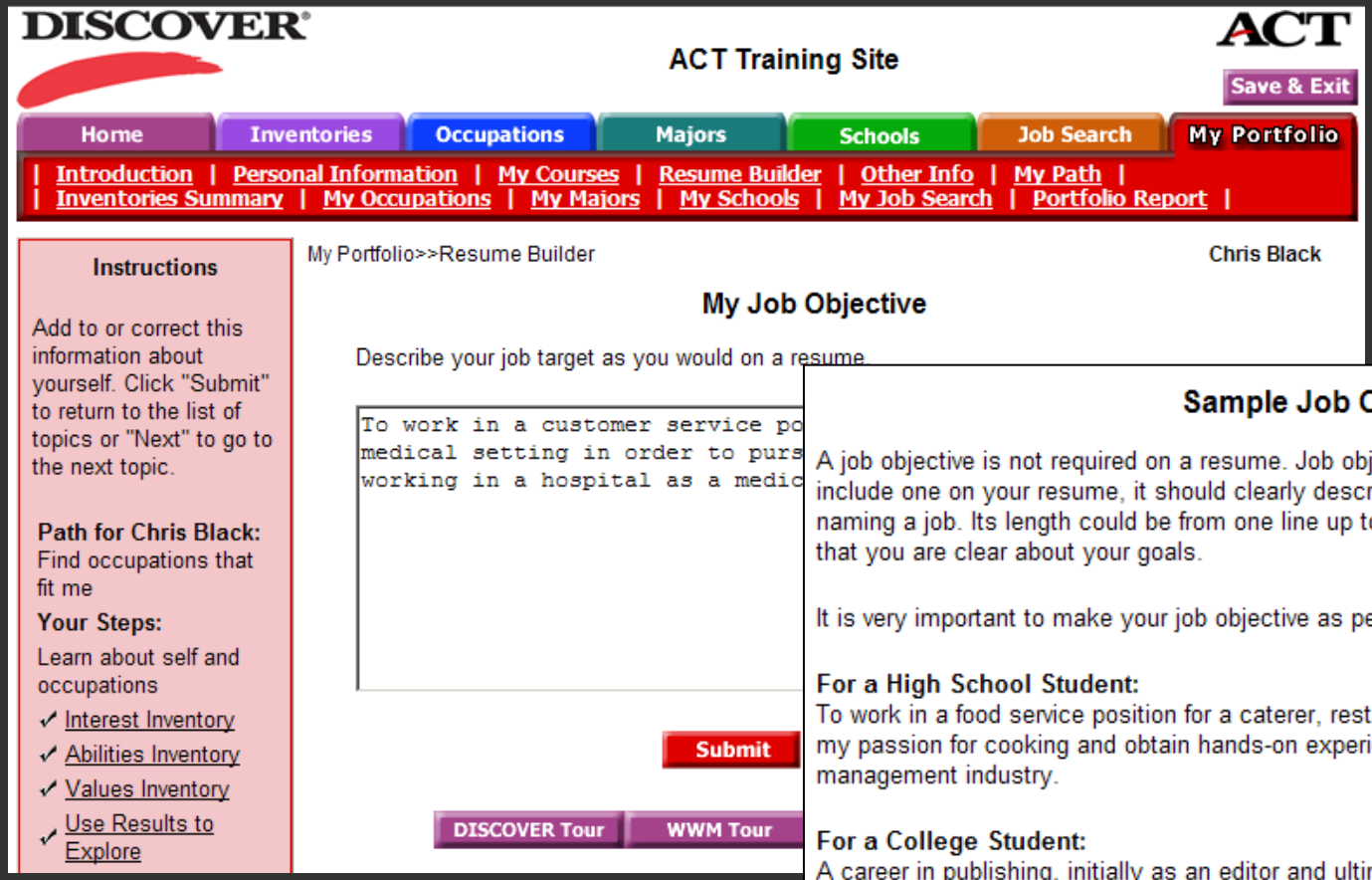
nt Skills

rvised staff of 4 to 8 people. Managed personality conflicts and resolved staffing
ems under severe time pressure. Found creative ways of adapting assignments to
ersonalities of the staff.
tiated with union officials on behalf of management during work slow-downs.
ed new way of allocating staff responsibilities to ease tensions between workers
anagement. Achieved dramatic improvement in staff morale.

Budgeting Skills

Resume Builder

Resume Builder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Job Search
My Portfolio
Introduction | Personal Information | My Courses | Resume Builder | Other Info | My Path |
Inventories Summary | My Occupations | My Majors | My Schools | My Job Search | Portfolio Report |
Instructions
Add to or correct this information about yourself. Click "Submit" to return to the list of topics or "Next" to go to the next topic.
Path for Chris Black:
Find occupations that fit me
Your Steps:
Learn about self and occupations
Interest Inventory
Abilities Inventory
Values Inventory
Use Results to Explore
My Portfolio>>Resume Builder
Chris Black
My Job Objective
Describe your job target as you would on a resume
To work in a customer service po
medical setting in order to purs
working in a hospital as a medic
Submit
DISCOVER Tour
WWM Tour

Sample Job Objectives

A job objective is not required on a resume. Job objectives are usually part of a cover letter. If you include one on your resume, it should clearly describe the kind of job you are looking for without naming a job. Its length could be from one line up to a paragraph, but a succinct objective shows that you are clear about your goals.

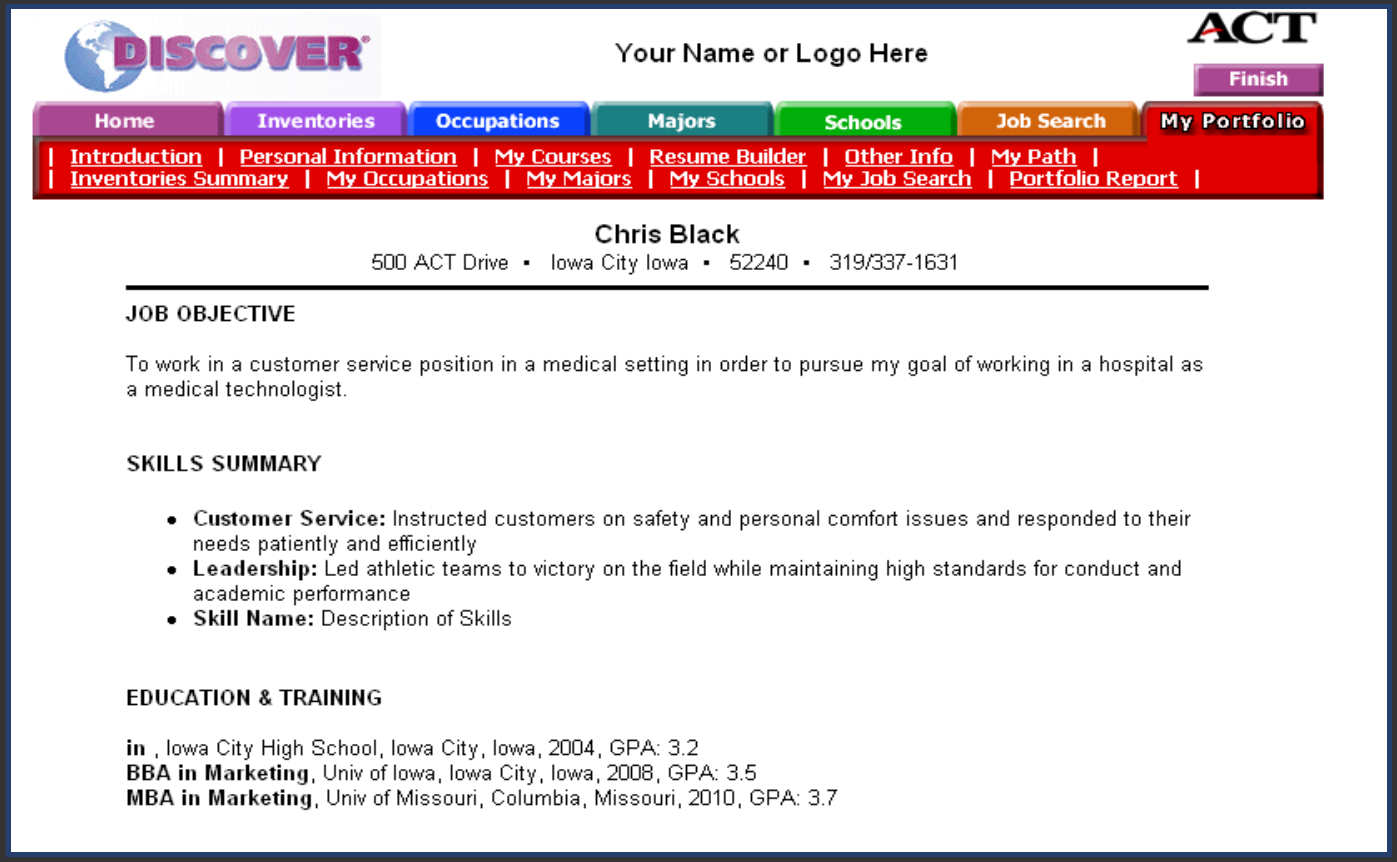
It is very important to make your job objective as personal as possible.

For a High School Student:
To work in a food service position for a caterer, restaurant or up-scale food shop in order to pursue my passion for cooking and obtain hands-on experience working in the hospitality/food service management industry.

For a College Student:
A career in publishing, initially as an editor and ultimately as a managing editor.

For a Person Changing Careers:
A career in the Human Resource field utilizing experience as a Customer Service Supervisor.

Portfolio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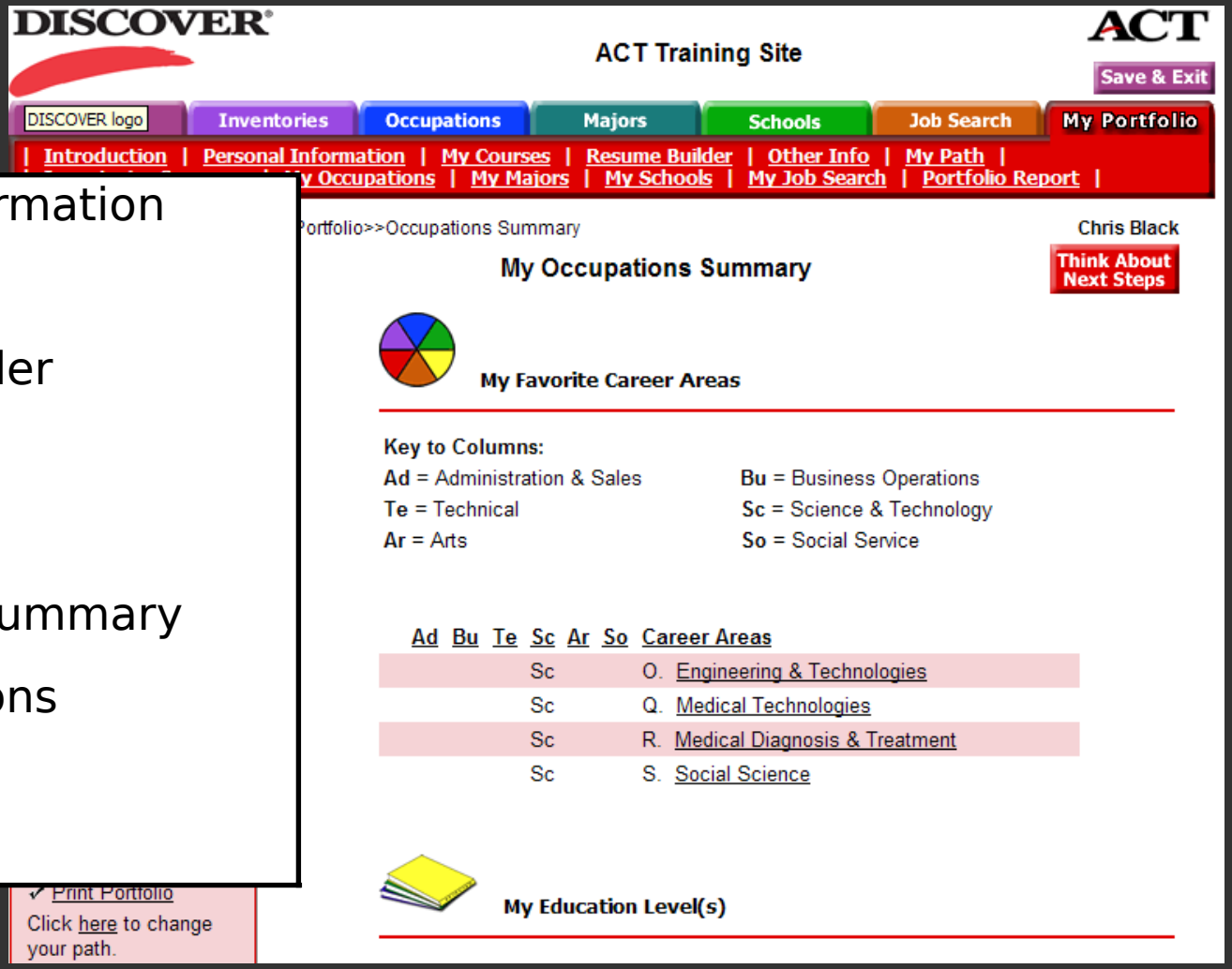
Schools
Job Search
My Portfolio
Introduction | Personal Information | My Courses | Resume Builder | Other Info | My Path |
Inventories Summary | My Occupations | My Majors | My Schools | My Job Search | Portfolio Report |
Chris Black
500 ACT Drive • Iowa City Iowa • 52240 • 319/337-1631
JOB OBJECTIVE
To work in a customer service position in a medical setting in order to pursue my goal of working in a hospital as a medical technologist.
SKILLS SUMMARY
Customer Service: Instructed customers on safety and personal comfort issues and responded to their needs patiently and efficiently
Leadership: Led athletic teams to victory on the field while maintaining high standards for conduct and academic performance
Skill Name: Description of Skills
EDUCATION & TRAINING
in , Iowa City High School, Iowa City, Iowa, 2004, GPA: 3.2
BBA in Marketing, Univ of Iowa, Iowa City, Iowa, 2008, GPA: 3.5
MBA in Marketing, Univ of Missouri, Columbia, Missouri, 2010, GPA: 3.7

Portfolio

- Personal Information
- My Courses
- Resume Builder
- Other Info
- My Path
- Inventories Summary
- My Occupations
- My Majors
- My Schools



Contact Information

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National Marketing Manager
ACT, Inc.
500 ACT Drive
P. O. Box 168
Iowa City, Iowa 52243-0168

Phone: **800/498-6068**
Fax: **319/337-1790**
Email: **discover@act.org**

www.act.org/discover